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DD/FBIS

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed FBIS Secretarial Positions for Upgrade to IS-03 and IS-04

FROM: [redacted] Deputy Director, Foreign Broadcast Information Service			EXTENSION	NO. FBIS-0216-88
				DATE 8 September 1988
TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. ODS&T/Personnel ATTN: [redacted]				Attached are the completed worksheets and position descriptions for FBIS' secretarial positions for upgrading.
2. Room 6E 40, Hdqs.				
3.				
4.				
5.				
6.				
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15.				

25X1

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FORM 1-79 **610** USE PREVIOUS EDITIONS

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DS&T SECRETARIAL POSITION UPGRADE WORKSHEET
(IN PRIORITY ORDER BY LEVEL REQUESTED)

25X1

FOREIGN BROADCAST INFORMATION SERVICE

	POSITION NUMBER	POSITION LOCATION	INCUMBENT LEVEL	INCUMBENT	CURRENT POSITION LEVEL	REQUESTED POSITION LEVEL
1.	[redacted]N 809	O/C/ESG	IS-03		IS-03	IS-04
2.	DJ 035	O/C/Admin Staff	IS-03		IS-03	IS-04

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